

## Occupational Therapy Assistant Documentation Required for Licensure

- ☐ Application. To apply, do one of the following:
  - 1. Create account and apply online at:  
<https://ibplicense.iowa.gov> **OR**
  - 2. Print, complete and return a paper application:
  - 3. [http://idph.iowa.gov/Portals/1/userfiles/192/OT%20AppOct\\_2018.pdf](http://idph.iowa.gov/Portals/1/userfiles/192/OT%20AppOct_2018.pdf)
- ☐ Application fee (\$120). Make check or money order payable to the Iowa Board of Physical and Occupational Therapy. **All licensure fees are nonrefundable.**
- ☐ Official transcripts confirming completion of an occupational therapy assistant educational program approved by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association, sent directly to the Board office from the educational institution. The transcript must show completion of a supervised fieldwork experience. Foreign-trained applicants should contact the Board office for educational requirements.
- ☐ Proof of passing score on the National Board for Certification in Occupational Therapy Assistant (NBCOT) Exam, sent directly to the Board office by NBCOT.
- ☐ Official verification of licensure sent directly to the Board office by any state where the applicant has been licensed, registered, or certified. The verification must include issue date, expiration date, and any pending/past disciplinary action. If the applicant has never been licensed in another state, ignore this item.
- ☐ Applicants that have been previously licensed in another state must also provide one of the following:
  - 1. Proof of completion of 15 hours of Iowa Board-approved continuing education courses during the two years immediately preceding the Iowa license application submission, **OR**
  - 2. Proof of practice as a licensed OTA for a minimum of 2,080 hours during the two years immediately preceding the Iowa license application submission (e.g. a letter from the OTA's employer), **OR**
  - 3. Proof of NBCOT exam passing score within two years immediately preceding the Iowa license application submission.

Bureau of Professional Licensure  
321 E. 12<sup>th</sup> St., Des Moines, IA 50319  
Phone: 515-281-0254 Rev.  
12/2017

Online Services: <https://ibpllicense.iowa.gov>  
Bureau Homepage: [www.idph.iowa.gov/licensure](http://www.idph.iowa.gov/licensure)  
Email: [PLPublic@idph.iowa.gov](mailto:PLPublic@idph.iowa.gov)